



**DIVISION OF SETTLEMENTS, URBAN
RENEWAL AND PUBLIC UTILITIES**

INVITATION TO BID (ITB)

**FOR THE PROVISION OF JANITORIAL
SERVICES FOR PUBLIC CONVENIENCE AT
GARDENSIDE AND MILFORD COURT**

Site Visit Date	Tuesday February 02 nd , 2021
Site Visit Time	10:00 AM
Site Visit Location & Time	Gardenside, Scarborough, Tobago - 10:00AM Milford Court, Bon Accord, Tobago - 11:00 AM
Tenders Closing Date	Tuesday February 09 th , 2021
Tenders Closing Time	2:00 PM
Tender Opening Date	Tuesday February 09 th , 2021
Tender Opening Time	2:15 PM

DoSURPU 2021 – 0001

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1.0 INTRODUCTION

The Division of Settlements, Urban Renewal and Public Utilities (DoSURPU) is the arm of the Tobago House of Assembly responsible for providing affordable housing for Tobagonians and the administration of home improvement grant and subsidy programmes.

As part of the Division's responsibility, the maintenance of public washrooms to ensure public health, particularly in the midst of a pandemic is critical.

The Administrator has approved the Invitation to Bid (ITB) for the provision of Janitorial Services for Public Convenience at Gardenside and Milford Court. In this regard, the DoSURPU is desirous of entering into contract with a suitable contractor to carry out the works described and referred to in this ITB. The DoSURPU will conduct its procurement process in accordance with the principles of good governance, namely accountability, transparency, integrity and value for money.

1.1 PURPOSE OF THE RFP

The purpose of this Request for Proposal (RFP), is to solicit tender submissions from suitably qualified vendors in the janitorial industry to provide maintenance services of public conveniences for DoSURPU.

INSTRUCTIONS TO BIDDERS

1.0 ELIGIBILITY

This tender is restricted to contractors that meet the following criteria:

- a. Registered/Pre-qualified with the Procurement Control Office - Tobago House of Assembly in the category of Janitorial Equipment Sales and Services (15-PCO-062).
- b. Registered in the Spend Level category of Small-Small (25,000 – 50,000)
- c. Registered/Domiciled on the Island of Tobago

2.0 DUE DILIGENCE

- a) Tenderers with common directors or shareholders bidding shall be disqualified.
- b) A Bidder, and all parties constituting the Bidder, shall meet the following criteria to be eligible to participate in public procurement:
 - i. the bidder has the legal capacity to enter into a contract;
 - ii. the bidder is not: insolvent;
 - iii. in receivership;
 - iv. bankrupt; or
 - v. being wound up
 - vi. the bidder's business activities have not been suspended;
 - vii. the bidder is not the subject of legal proceedings for any of the circumstances in (ii); and
 - viii. the bidder has fulfilled his or her obligations to pay taxes and national Insurance Contributions. The Directors and/or Principal Officers have not been convicted for any criminal offences.

3.0 NO CONTRACTUAL OBLIGATIONS

This is a Request for Proposal. No contractual obligations will arise between DoSURPU and any bidder until and unless DoSURPU and a bidder enters into a formal, written contract for the bidder to provide the services contemplated in this Instructions to Bidders (ITB).

DoSURPU reserves the right to reject any or all tenders, in whole or in part, to negotiate changes in the scope of services and waive any technicalities as deemed in its best interest.

4.0 NO CLAIM FOR COMPENSATION

Except as expressly and specifically permitted in these instructions to the Bidder, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participation in the ITB, and by submitting a tender each Bidder shall be deemed to have agreed that it has no claim.

5.0 CONFLICT OF INTEREST

The DoSURPU will ensure there is no Conflict of Interest in this tender. As such, any relationship involving Bidders and Members of DoSURPU Management and Staff must be fully disclosed.

6.0 ACKNOWLEDGEMENT:

- a Interested parties must indicate by e-mail: dosurpu.procurementunit@gmail.com that they have downloaded the RFP and intends to tender. Proposals must be signed by the person making the offer or in the case of a company, partnership or business firm, duly authorized officer or employee of such company, partnership or business firm.
- b With this acknowledgement, bidders must also indicate the **name and contact details** of the persons within their organization responsible for leading the tender process and subsequent liaison between DoSURPU and their organization for correspondence and queries.

7.0 RIGHTS OF DoSURPU

- a. The DoSURPU reserves the right to reject a Bid, which does not provide satisfactory evidence that the proponent has the technical, physical and financial resources to complete the work with satisfactorily and completely
- b. The DoSURPU may declare the bidding void when none of the bids meet the intent of the specifications or when it is evident that there has been a lack of competition and or that there has been collusion. In addition, all bids may be rejected if they are substantially higher than the official budget approved by the Division. Extremely low bids may also be voided.
- c. The DoSURPU does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.

8.0 REQUESTS FOR ADDITIONAL INFORMATION:

Bidders requiring a clarification of the bid documents **MUST** do so by contacting the Procurement Office of DoSURPU by email at dosurpu.procurementunit@gmail.com All queries should be addressed to:

Ms. Giselle George
Public Procurement Officer
DoSURPU
Phone: 612-4213 Ext. 311 or Cell: 682-7407

Replies to any request for clarification or additional information (including all previous requests) shall be circulated to all parties participating in this tender process.

8.1 FORMAT OF TENDERS:

- a. Tenders shall comprise a Single-Envelope System, this means a single envelope containing both the financial and additional information required by the DoSURPU for evaluation. Price must be submitted on the “**FORM OF TENDER**” sheet in this RFP. **See Schedule II**

- b. Alterations or erasures on any tender shall be initialled by the bidder or, in the case of a company, partnership or firm, by a duly authorized officer or employee of such company, partnership or firm.

9.0 PROPOSALS MUST/SHOULD CONTAIN THE FOLLOWING:

- a. A complete **Form of Tender** (*Schedule 2*) detailing the contractor's offer/price for each location tendered for. VAT (where applicable) should be stated separately. **(Mandatory)**.
- b. A copy of the tenderer business registration/incorporation certificate.
Mandatory
- c. A copy of the tenderer's evidence of being domiciled (living, residing, operating) on the island of Tobago. **(Mandatory)**
- d. Copies of Tenderer's BIR, NIS, VAT compliance, if available/applicable **(Mandatory)**
- e. A list of the tenderer's available equipment. (Physical verification might be conducted). **Mandatory**
- f. A list of the chemicals that will be used while performing janitorial operations in the designate areas in addition to the Material Safety Data Sheet (MSDS) for these chemicals. **(Mandatory)**
- g. Confirmatory statement that all labour provided **MUST** be 100% local to the Island of Tobago. **(Mandatory)**.
- h. List of all PPE that will be issued to janitorial staff while performing duties on DoSURPU's compound. **(Mandatory)**.
- i. Names of employee(s) that will be assigned if successful

- j. Evidence of past performance of a similar nature. Two reference letters from past clients is acceptable
- k. Certification in Janitorial Cleaning and Disinfection is an asset
- l. Employee's Code of Conduct
- m. Signed Copy of **Covid 19 protocols** Declaration (*Schedule 3*)

10.0 PREQUALIFICATION

All bidders participating in this RFP MUST be registered on the THA's list of eligible contractors at the Procurement Control Office. The Procurement Officer DoSURPU will verify the registration status of all service contractors participating in this tender. **Contractors that are not registered and submits a tender package will automatically be rejected.**

11.0 TENDER SUBMISSIONS

All tenders must be submitted in sealed envelopes, labelled in BOLD letter and addressed as follows:

THE ADMINISTRATOR

**INVITATION TO BID (ITB) FOR THE PROVISION OF
JANITORIAL SERVICES FOR PUBLIC CONVENIENCE AT
GARDENSIDE AND MILFORD COURT**

**Division of Settlements, Urban Renewal and Public
Utilities
D Colosseum Building No.2
Crown Point,
Tobago**

Tenderers **MUST** submit one (1) original and four (4) copies of their bids for each of the locations and can submit a proposal for both locations in one package. This means

contractors **MUST** fill out **TWO (2) FORM OF TENDERS** identifying the location in each FORM. Every bid must comprise a price schedule using the “**Form of Contract**” sheet (*Schedule II*). The envelope of the original bid **MUST** be labelled as “**ORIGINAL**” in **BOLD** font and the envelopes containing copies **MUST** be labelled “**COPY**”

- (a) Envelopes must be properly sealed with the bidder’s returning address and contact number at the back of the envelope.
- (b) Bidders **MUST** also affix their company’s stamp at the front of the Envelope and also on the Price Schedule Form (**FORM OF CONTRACT**). The form must be signed, dated and stamped by the Principal or representative responsible for preparing the bid.

12.0 REQUEST FOR PROPOSAL (RFP) SCHEDULE:

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Tenderers are publicly invited to be part of the Tender Opening subject to Covid 19 protocols. Tender Opening will be held at:

Procurement Office

Ground Floor,

Division of Settlements, Urban Renewal and Public Utilities

D Colosseum Building 2

Crown Point, Tobago

13.0 LATE TENDERS:

Late tenders will not be accepted under any circumstances.

14.0 NON-RESPONDENT TENDERS

Non-respondent bids are those that are as follows:

- a. Incorrectly labelled
- b. No labels on envelopes
- c. No returning address
- d. Unsealed envelopes
- e. No price proposals
- f. No signing of the tender submission register

Packages exhibiting the above (a) – (f) will be rejected

Non-respondent bids will not be opened but will be returned to the tenderer

15.0 SITE VISITS

The DoSURPU will coordinate site visits to the respective locations in an organized manner. To schedule a site visit contractors are asked to contact:

GISELLE GEORGE
Public Procurement Officer - DoSURPU
Phone 1(868) 612-4213 Ext 311 or Cell: 682-7407

Bidders **SHOULD NOT** visit any of the facilities without authorization from the Procurement Officer.

16.0 VALUE ADDED TAX (VAT) AND INCOME TAX

- (a) The Value Added Tax must be shown separately below the bid price where applicable.

17.0 ORGANIZATION AND NEATNESS

Contractor **MUST** submit their package in a neat, organized and easy to navigate manner. In this regard, proposal should possess the following:

- a. A cover page introducing your company
- b. A table of contents
- c. Each section of the proposal should be tabbed for easy reference
- d. Entire document should be bound neatly
- e. Each page of your document **MUST** be stamped

Failure to comply with the above will also result in rejection of your tender.

18.0 **EVALUATION CRITERIA**

EVALUATION CRITERIA	HIGH Score
Completed Form of Tenders Contractors MUST present their price(s) on the FORM OF TENDER, signed and Stamped.	Mandatory
Business Registration/Incorporation Certificate Contractor must show evidence of Business/Company Registration with the Registrar General of Trinidad and Tobago	Mandatory
Domiciled in Tobago Contractor must show evidence that he/she resides on the Island of Tobago (utility bill)	Mandatory
BIR/NIS/VAT	Where Applicable
Statement Contractor MUST submit a statement that all labour is 100% local to the island of Tobago	Mandatory
Janitorial Equipment Owned Contractor Must present a list of his/her janitorial equipment owned (physical verification might be conducted)	20
Janitorial Chemicals Contractors MUST present the chemicals that will be used to clean and sanitize the designate location in addition to the Material Safety Data Sheet (MSDS).	10
Janitorial Certification Service Provider provided evidence that he/she or employees possessed training and certification in Janitorial Maintenance.	20
PPE Contractor MUST provide a list of the PPE that will be issued to staff when performing duties in the identified locations.	10
Names of Employees Contractor MUST provide the names, address and one form of Identification of the employees assigned in the designate areas.	10
Evidence of Past Performance Two or more references of past performance from past or present clients	20
Employee Code of Conduct Contractor should provide their employees Code of Conduct which guide employee's behaviour on the job	10
TOTAL SCORE	100
Contractors receiving under 60 points shall not be considered for evaluation nor selection in this RFP.	

19.0 TERMS OF PAYMENT

Upon the successful completion and inspection of works all monies shall be paid to the Tenderer within thirty (30) days, but no later than sixty (60) days after the submission of the invoice to the Accounting Department.

20.0 ADDITIONAL ENQUIRIES

Bidders should answer the following questions in their submissions.

NO	DESCRIPTION	Yes	No
1	Do you abide by the law and pay your workers minimum wage and/or above minimum wage?		
2	Do you provide your workers with the required safety equipment to adequately protect them during working hours? (gloves, dust masks, aprons, goggles, etc.		
3	Do you deduct NIS from workers salary and file those contributions with the NIS office?		
4	Do you have a supervisor who monitors and ensure quality control?		
5	Are you workers clad in Uniform and wear ID badges for security purposes?		
6	Are the chemicals you use ECO friendly?		
7	Do you provide ongoing training in hygiene management to your staff?		
8	Do you have the capacity to maintain terrazzo and other hard floors?		
9	In the case of any delayed payments by THA do you have the capacity to pay your workers?		
10	Do you provide external services as part of your janitorial services, (power washing, high glass cleaning, external walls etc.)		

SCOPE OF WORKS
SCHEDULE I

The contractor is expected to place a janitor on site full time during the hours of operation to perform the tasks as specified under “**Required Services**”. **Please note the Public Convenience will be opened from the hours of 6am to 8pm, Monday to Friday and from 6am to 6pm on Saturdays (excluding public holidays).**

Contractor’s Responsibility

- a) Contractor MUST ensure compliance with Occupational Health and Safety Act 2004 while working on the site.
- b) Adherence to public health guidelines as regards COVID-19 is mandatory. This includes wearing of masks and gloves and the washing of hands at regular intervals is mandatory.
- c) Contractor MUST supply all resources required for the cleaning of the public conveniences and is required to fully sanitize both buildings by performing antimicrobial fogging every ten (10) days.
- d) Any damages to the current infrastructure or furnishings must be repaired at the contractor’s expense.
- e) The contractor shall also provide supervision on a daily basis for all activities and shall be responsible for quality assurance as pertains the activities for which the contract has been awarded.
- f) **The contractor shall for the purposes of providing Janitorial services supply all equipment and materials, inclusive of all cleaning chemicals, garbage bags, glass cleaner, toilet paper, liquid soap, and any other chemical or cleaner required for the contracted period.**

Required Services

Task Description	Required Result	Schedule Category
Cleaners should be properly attired in all required PPE (mask, gloves, eye goggles, tool Cart).	Properly attired with all PPE	Always
Ensure equipment used (mops, cans, brushes, rags) are clean and sanitized before and after use	Equipment look clean and are sanitized before and after use	Daily
All floors must be swept and mopped and disinfected and allow to dry so that they shine	Floor should be cleaned, mopped and disinfected	daily
Walls inside and outside must be free of grime, stains and dust	walls should be cleaned and sanitized without smudges	daily
Cleaning, sanitization and disinfection of all toilets, wash basins and counters, urinals	Areas should be devoid of any odour, stains, smudges, feces, hazardous material etc.	Daily (twice)
Toilet paper rolls should be replenished adequately when depleted.	Rolls should always be available	As required
Hand sanitizer and liquid soap dispensers should be replenished when depleted	Dispensers should have sanitizer or soap always	As required
All trash bins should be emptied and cleaned and sanitized and its contents bagged and placed in the outside trash container	No garbage should remain in bins	daily
Cleaning and sanitization of all door handles, door knobs and high risk surfaces at the entrances and exits of facilities	Windows can be seen through clearly (no streaks)	As required
Dusting and cob-webbing of ceilings and fixtures.	There should be no visible dust or cob-webs in the building	As required
Dusting & Cleaning of Ledges and places where dust accumulates.	There should be no dust on ledges	Daily
Sweep external drains and walkways	Drains and walkway must be cleaned	Daily
Perform deep sanitization services once every ten (10) days using Barcrobac, Sani-101 or any equally approved disinfection solution in keeping with Covid-19 Protocols.	Environment must be free of infectious bacterial	Every 10 days
Pressure washing.		As required
Minor repairs or replacement for faucets, toilet handles, seats.		As necessary

SCHEDULE II

FORM OF TENDER

(NOTE: THE APPENDIX HEREIN FORMS PART OF THE TENDER)

Tender for

**THE PROVISION OF JANITORIAL SERVICES FOR
PUBLIC CONVENIENCE AT GARDENSIDE AND
MILFORD COURT**

To:

**“ADMINISTRATOR”
THE DIVISION OF SETTLEMENTS, URBAN RENEWAL AND PUBLIC
UTILITIES - DoSURPU**

Sir/Madam,

Having examined the Tender Document issued by DoSURPU and having also visited the sites,
we do hereby, offer to execute and complete the whole of the said works described and referred
to therein for the sums herein proposed:

NAME OF FACILITY: GARDENSIDE PUBLIC CONVENIENCE

Proposed Price (Figures).....

(Words).....

.....

..... Trinidad and Tobago Dollars (TT\$......) exclusive of VAT

VAT:

.....

.....Trinidad and Tobago Dollars (TT\$......)

FORM OF TENDER

(NOTE: THE APPENDIX HEREIN FORMS PART OF THE TENDER)

Tender for

**THE PROVISION OF JANITORIAL SERVICES FOR
PUBLIC CONVENIENCE AT GARDENSIDE AND
MILFORD COURT**

To:

**“ADMINISTRATOR”
THE DIVISION OF SETTLEMENTS, URBAN RENEWAL AND PUBLIC
UTILITIES - DoSURPU**

Sir/Madam,

Having examined the Tender Document issued by Office of the Chief Secretary (OCS) and having also visited the sites, we do hereby, offer to execute and complete the whole of the said works described and referred to therein for the sums herein proposed:

NAME OF FACILITY: MILFORD COURT PUBLIC CONVENIENCE

Proposed Price (Figures).....
(Words).....
.....
..... Trinidad and Tobago Dollars (TT\$......) exclusive of VAT

VAT:
.....
.....Trinidad and Tobago Dollars (TT\$......)

SCHEDULE III

COVID-19 LIABILITY WAIVER

I acknowledge the contagious nature of the Coronavirus/COVID-19 and that the Ministry of Health still recommends practicing social distancing. I further acknowledge that the Division of Settlements Urban Renewal and Public Utilities (DoSURPU) has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19.

I further acknowledge that DoSURPU cannot guarantee that I will not become infected with the Coronavirus/COVID-19. I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to other staff, customers and visitors to the facilities.

I acknowledge that I must comply with all set procedures as set out by the Ministry of Health to reduce the spread of the Coronavirus/ COVID-19 while my staff is performing janitorial duties at the facilities.

I hereby declare that:

- I am not experiencing any symptoms of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
- I have not travelled internationally within the last 14 days.
- I have not travelled to a highly impacted area within the United States of America in the last 14 days.
- I do not believe I have been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19.
- I have not been diagnosed with Coronavirus/COVID-19 nor have I ever been quarantined as suspected with the virus.

- I am following all the Ministry of Health’s recommended guidelines as much as possible and limiting my exposure practicing social distancing as far as possible.

I do hereby release and agree to hold the DoSURPU harmless from, and waive on behalf of myself, my staff and any personal representatives any and all causes of actions, claims, demands, damages, costs, expenses and compensation for damages or loss to myself and/or property that may be caused by any act, or failure to act or that may otherwise arise in any way in connection with any activities at the facilities. I understand that this waiver discharges DoSURPU from any liability or claim that I, my staff or any personal representative may have against DoSURPU with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any activities at the Centers.

Date:_____

Name of Director: (BLOCK)_____

Signature:_____

STAMP